



ADDENDUM #1

Request for Proposals
Contract Labor and Executive Services
Solicitation No. 2026-5004

Originally Issued May 15, 2026

Addendum 1 – Issued June 1, 2026

To Offerors:

The following additions, deductions, changes and corrections to the proposal and specifications for the above referenced project shall hereby be incorporated into the work, and their affect on the proposal shall be reflected in the Offeror's proposal. Offerors shall also verify this fact by indicating the receipt of the addendum in their proposal.

QUESTIONS:

1. Could you please confirm whether this is a new initiative or a re-bid of an existing contract of RFP 2024-5009 - Temporary Staff Augmentation and Recruiting Services for Permanent Executive and Shared Services Positions?
This is a new solicitation for contracts which will replace 2024-5009.
2. If this is a re-bid, could you share the names of the current service providers or incumbent vendors? Additionally, how many active resources are currently engaged under the existing contract? **The following agencies currently are under contract with CMHA: 22nd Century Technologies, Inc.; Abacus Service Corporation; Akshar IT Solutions LLC DBA Akshar Staffing; Aquarius Professional Staffing, LLC; ATHENA Consulting, LLC; BOTG LLC; California Creative Solutions, Inc.; Clovity Inc.; Cogent Infotech Corporation; Eastern Personnel Services, Inc.; Eitacies Inc.; Elegant Enterprise-Wide Solutions, Inc.; eNcloud Services LLC; InfiCare Health Inc. DBA InfiCare Tech; Info Way Solutions LLC; Infojini, Inc.; LanceSoft, Inc.; Msys, Inc.; Precision Staffing Services, LLC; QualIT Resources, LLC; RADgov, Inc.; SoftSages LLC; Staffmark Investments, LLC; Talent**

1627 WESTERN AVENUE, CINCINNATI, OHIO 45214

Phone: (513) 333-0670 Fax: (513) 977-5606 TDD: (513) 977-5807 Website: www.cintimha.com

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Technical Services, Inc. dba Talent Software Services, Inc.; Technostaff LLC DBA HonorVet Technologies; Think Beyond Inc.; TRAK Group dba TRAK Staffing Services; Tranquil Multi Dynamic Advisory LLC dba TMDA; Tryfacta, Inc.; Vidwan Inc. dba E-Solutions; Vish Consulting Services Inc.; Volition IIT Inc.; Volker & Associates, Inc.; WadiTek LLC

3. If this is a re-bid, what types of roles or positions have historically been requested or filled for this project? **Yes, this is a resolicitation. Administrative, Maintenance, Finance, Property Management.**
4. Could you please confirm the budget allocated for this project? **Per Section 5.2.1 of the Scope of Work, "\$1,762,000 annually among the pool of contractors."**
5. Can you provide any historical spending data associated with this contract? **Since contract inception (2 separate contracts with start dates of 10/1/23 and 9/11/24) through 4/30/26 the amount paid has been \$5,060,619.72.**
6. Are there any specific challenges, pain points, or areas of concern you have experienced with the current vendors? **We would like to have vendors ensure candidates are vetted and respond to requests in an expedited manner.**
7. How many awards do you anticipate making under this RFP? **That depends on the number of proposals we receive that pass the evaluation (see Section 4.0 of the Scope of Work).**
8. Is there any local vendor preference associated with this RFP? **No. HUD prohibits geographical preferences.**
9. Could share which positions are mostly anticipated to be filled and the length of assignment? **Administrative, Maintenance, Finance, Property Management. The length of assignments will vary.**
10. Could you please share the evaluation criteria and the relative weighting for each component? **See Section 4.0 of the Scope of Work.**

11. Is there an employee conversion policy (i.e., can the department directly hire contractor staff after a defined period)? **No, CMHA does not have a conversion policy.**
12. Will timekeeping be handled through the department's system or will vendors be required to provide a platform? **Vendors will be required to use their own platform.**
13. In the event of a contract award, please clarify whether awarded vendors will be permitted to directly engage with individual departments/agencies for staffing requests or if all requirements will be routed through a centralized system. **All staffing requests, communications, and matters will be required to go through CMHA's Human Resources department.**
14. Could you please confirm the proposal submission deadline and whether resumes/key personnel resumes are required as part of the proposal submission? **The due date for proposals as presented on page 1 of the RFP document is no later than 11:00 AM on June 8, 2026. Resumes are not a requirement of the scope; however, contractors may submit information they feel strengthens their proposal.**
15. What is the tentative start date for this engagement? **July 1, 2026, though the actual start date may be delayed as the contracts are routed internally for approval.**
16. What is the work location of the proposed candidates? **The locations will vary based on which departmental areas make staffing requests.**
17. Is this a new contract, are the incumbents eligible to resubmit the proposal? **Yes.**
18. Is there any mandatory subcontracting requirement for this contract? If yes, is there a specific goal for the subcontracting? **No. If there are subcontractors employed by the agency, documentation requirements are on page 15 of the Proposal Packet.**

19. Can we submit good faith efforts if we are unable to find a subcontractor? **Not applicable, see #18.**
20. How many positions were used in the previous contract (approximate)? **Information is not available.**
21. How many positions will be required per year or throughout the contract term? **There is no established number of positions that will be requested throughout the contract term.**
22. If the resources we provide at the time of proposal submission are unavailable at the time of a potential contract award, could vendors replace them with equally qualified resources? **This question needs to be clarified.**
23. Can we provide hourly rate ranges in the price proposal? **Contractors should only provide the price structure required by the Fee Submittal Form.**
24. Will the County allow mid-contract price adjustments (e.g., for agency fees or wage rates), and if so, under what conditions? **CMHA is not a County. Rates provided on the Fee Submittal Form will be fixed throughout the life of the contract (up to 5 years).**
25. If adjustments are permitted, is there a specified mechanism (e.g., annual review, CPI-based increase, or mutual negotiation) that governs such changes? **Not Applicable, see #24.**
26. What are the invoice/payment terms (NET 30, NET 45, etc.) and required invoice fields? **Net 30.**
27. What are the reporting requirements? **This question needs to be clarified.**
28. Is the work entirely onsite, or is there a possibility for remote operations and performance? **All CMHA staffing requests will be onsite.**
29. Can you please provide the list of holidays? Are there any mandated Paid Time Off, Vacation, etc.?

- **New Year's Day**
- **Martin Luther King Jr. Day**
- **President's Day**
- **Good Friday**
- **Memorial Day**
- **Juneteenth**
- **Independence Day**
- **Labor Day**
- **Columbus Day**
- **Veteran's Day**
- **Thanksgiving Day**
- **The day after Thanksgiving**
- **Christmas Eve/Day**

30. Could you please confirm the MBE goal is 20% or 12% or 5%? **Correct. These are CMHA-internal goals, not mandatory goals for proposers.**

31. Could you please confirm the mandatory MBE and WBE goal for this Project? **See #30.**

32. Could you please confirm whether MBE and WBE participation is mandatory or preferred? **See #30.**

33. Is it mandatory to subcontract with MBE and WBE vendors? **No. See #30.**

34. Is there any goal related to section 3 businesses? **No. See #30.**

35. Which certifying agencies are recognized by the Authority for MBE and WBE certificates? **Any agency which is authorized to issue certificates (e.g., City of Cincinnati Department of Economic Inclusion, Ohio Minority Supplier Development Council, Women's Business Enterprise Council – Ohio River Valley, State of Ohio Department of Administrative Services, State of Ohio Department of Transportation).**

36. Does Authority recognize MBE and WBE certification from any agency across the USA? **Yes, but the agency must be authorized to issue certificates.**
37. Can the prime vendor self-perform the MBE and WBE form. **Yes, the Representations and Certifications form can be completed by the proposer, but the responses provided must be accurate.**
38. Could you please confirm that the Contract Award and Acceptance Form will be submitted separately, and the other forms with the proposal response? **This is correct.**
39. Do we need to submit actual proof of insurance with the authority's name and address on the COI? **Proof of existing insurance is required. None of the endorsements are required unless the proposer is awarded a contract.**
40. Please provide a response to the technical questions in Section 4 of the RFP document. In this section, do we need to address Experience and Qualifications, Previous Client Satisfaction, Recruitment Success Metrics, Performance Track Record, Turnaround Time & Recruitment Efficiency in the same order as mentioned in the evaluation criteria? **Correct. If the information is out of order, the Evaluation Committee may reduce the score.**
41. Could you please confirm that Gold Performance Standards 5% is for the overall presentation of the response, vendor, no need to answer in this section? **Correct.**
42. Would you allow transitioning temporary staff from incumbent vendors? **This question needs to be clarified.**
43. How many temporary staff are currently working? **Approximately 50.**
44. On average, how many positions per month are requested? **It varies and is dependent upon CMHA's needs.**
45. Could the CMHA please provide the anticipated project timeline, including key milestones and the overall expected duration of the engagement? **Requests will**

be made on an as needed basis. Expectations are listed within the RFP's scope of work.

46. As stated on the first page of the solicitation, the preferred method of proposal submission is via email. However, Section 2.3.2.1, "Proposal Submittal Binding Method," references submission in a 3-ring binder. Please clarify whether vendors are required to submit hard copies of the proposal, or if this requirement is not applicable since responses are to be submitted electronically via email.
CMHA is accepting electronic copies only.
47. It is our understanding that vendors are required to submit the completed "PROPOSAL PACKET for Solicitation" document as part of the response to this RFP. Please clarify whether any additional documents, forms, or attachments are required to be submitted by the vendor beyond the completed "PROPOSAL PACKET for Solicitation" document. **Proposals may be a separate document.**
48. It is our understanding that vendors may bid on any or all labor categories/functional areas based on their area of expertise. Please confirm if this understanding is correct. **Proposers should only submit rates for the labor categories they provide.**
49. Please confirm whether Point 1 in the table under Section 4.0 "Proposal Evaluation," specifically under 4.1 "Evaluation Criteria," pertains to the pricing information to be provided in "Attachment B: Contractor's Fee Submission Form." **Correct.**
50. Please confirm whether the "Fee Information Form" referenced under "WHAT TO SUBMIT" on Page 1 of the CMHA solicitation document refers to "Attachment B: Contractor's Fee Submission Form." **Correct.**
51. After reviewing the "WHAT TO SUBMIT" section, it is our understanding that the following are required to be submitted as three separate PDF files:
1. "Attachment B: Contractor's Fee Submission Form" (Fee Information Form)
 2. "Contract Acceptance and Award for 2026-5004 Contract Labor Services"

3. The complete proposal response package, including all other required forms and documents referenced in the “Proposal Packet for Solicitation” document

Please confirm if this understanding is correct. **Correct.**

52. Number of References Required:

The RFP requests a listing of 5 former or current professional references. Would it be possible to submit 3 references instead, provided those three are strong, highly relevant, and cover the required scope of services? If so, would the full 30% weight still be considered, or would a reduced number of references result in a scoring deduction? **Proposers should submit 5 references. The Evaluation Committee may reduce your score for less than 5 references.**

53. Type of References (Public vs. Commercial):

Does the Authority require these references to be public sector entities only (e.g., government or housing authorities), or will commercial clients be accepted as well? **References can be public sector or commercial clients.**

54. Indirect Public Service via Commercial Clients:

If we performed similar contract labor services for a commercial client that was contractually responsible for delivering services to the public, would the Authority consider that experience relevant and acceptable? **Yes**

55. Reference Period – "Within the Past Year":

Please confirm whether you require references from projects completed or active within the last 12 months from the bid due date. **Correct**

56. How many requirements are anticipated to be released annually? **This question needs clarification. Requests are made on an as needed basis.**

57. Since we are certified as both an MBE and WBE with the State of Ohio, are we still required to subcontract with another firm to meet any participation or diversity goals under this RFP? **N/A. See #30 - #34.**

58. On average how many staff are deployed at any given time? **Staffing requests are made on an as needed basis.**

59. What is the expected lead time for vendor to provide requested contracted staff? **Within 24 hours CMHA would like to see vetted qualified candidates resumes.**
60. What is the minimum duration of each contract position or task order? **This would be dependent upon CMHA's staffing needs.**
61. How many task orders can we expect for each vendor? **This would vary dependent upon CMHA's staffing needs.**
62. Once the contract is awarded, through which preferred mode of communication will requirements be distributed to awarded vendors? **All staffing requests will be submitted via email communications.**
63. Are Commercial references acceptable? **Yes.**
64. Will Interview round be conducted onsite or virtual? **Interviews may be conducted onsite or virtual.**
65. Are all key staff required to participate in interviews? **It would be dependent based on the job role being requested.**
66. What will be the years of experience required for the job titles? **This information will be provided when a staffing request is made by CMHA.**
67. Is subcontracting allowed? **Yes.**
68. Please identify which positions or job classifications under this solicitation require driving as part of the assignment responsibilities. It will be dependent upon. **It would vary by position. However, most maintenance and property management job roles may require driving.**
69. Please confirm whether it is mandatory for Offerors to propose on positions that require driving, or whether Offerors may exclude such roles from their response. **Proposers only need to submit rates for the positions they can fill.**

70. Which positions have been filled historically? **Administrative, Property Management, Finance, Maintenance.**
71. Do the resources need to work onsite or remote? **Onsite**
72. What is the duration of the assignments? **Assignment duration will vary based on CMHA's staffing needs.**
73. We have submitted a similar type of proposal for Solicitation Number 2026-5806. Are we eligible to bid on this again? **Yes.**
74. Does the Cincinnati Metropolitan Housing Authority have an estimated number of people required to complete the requirements per the RFP? **This question needs clarification.**
75. What major stakeholders would we be working with to complete these assessments? **This question needs clarification.**
76. Would the Cincinnati Metropolitan Housing Authority consider using the GSA to procure these services? **As detailed within Section 15.2.F of HUD Procurement Handbook 7460.8 REV 3, of all of the GSA contracts maintained by the Federal Government, public housing authorities may only make purchases from the GSA schedule 70. "Information Technology (IT), and Consolidated (formerly Corporate Contracts) containing IT Special Item Numbers."**
77. Will the Cincinnati Metropolitan Housing Authority Antonio share the evaluation scorecard each vendor receives? **Proposers may request a debriefing after the Notice to Offerors (aka: Notice of Awards) is issued. Directions will be on the letter.**
78. Can we submit financials separately due to confidentiality? **Financials are not required under this solicitation.**

79. Will this contract include cooperative purchasing language so other entities can buy off of it? **Yes; however, companies joining the resultant contracts are responsible for the administration thereof.**
80. Are there any terms for buyout included? For instance, if the Cincinnati Metropolitan Housing Authority wanted to hire a temporary employee after 3 months, would the employer receive a buyout fee? **Each vendor will be required to submit their company's placement fees, which will be part of the RFP scoring.**
81. Can companies include additional benefits they offer even if they are not requested? **Yes.**
82. Will awarded companies be able to speak directly with Cincinnati Metropolitan Housing Authority employees when gathering information on open positions and upcoming needs? **CMHA's human resources representative will provide all communication pertaining to any staffing requests. Vendors will be able to communicate directly with the HR representative.**
83. Will all openings be distributed to all awarded vendors, or can Cincinnati Metropolitan Housing Authority choose to work with only certain awarded vendors? **Staffing requests will be distributed to qualified awarded vendors.**
84. What format would the Cincinnati Metropolitan Housing Authority like exceptions to be listed in? **Exceptions should be emailed to CMHA before proposal submittal.**
85. Will the Cincinnati Metropolitan Housing Authority provide clarification on the labor categories included in this solicitation? **This question needs clarification.**
86. What is the typical length of a placement under this contract — specifically, whether the majority of assignments have historically extended beyond 90 days? Additionally, are there provisions that allow individual assignments to be extended beyond six months? **Assignment duration will vary based on CMHA's staffing needs.**

87. To ensure accurate pricing and appropriate resource planning, what percentage of placement requests involved candidates already identified versus requests requiring the vendor to actively source, recruit, and present qualified candidates. **This would vary dependent upon CMHA's staffing needs.**
88. Can CMHA provide estimated annual staffing volume by labor category or department? **This would vary dependent upon CMHA's staffing needs.**
89. Are there specific departments anticipated to require the highest staffing support during the first contract year? **This would vary dependent upon CMHA's staffing needs.**
90. Does CMHA anticipate seasonal or project-based surges in staffing demand? **No**
91. What is the anticipated ratio of temporary staffing versus direct hire recruitment assignments? **This would vary dependent upon CMHA's staffing needs.**
92. Is there a preferred conversion fee structure for contract-to-hire placements? **Each vendor will be required to submit their company's placement fees, which will be part of the RFP scoring.**
93. Does CMHA impose caps on direct hire placement fees or conversion fees? **Each vendor will be required to submit their company's placement fees, which will be part of the RFP scoring.**
94. Are resumes required to be submitted with the proposal, or only after award/placement request? **Resumes are required to be submitted upon CMHA's request for staffing.**
95. Are live (actual) resumes required at the time of proposal submission? If yes, how many? **Resumes are required to be submitted upon CMHA's request for staffing.**



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96. Are sample resumes required at the time of proposal submission? If so, how many should be provided? **Resumes are required to be submitted upon request for staffing.**
97. Is any business registration/ certification required at the time of proposal submission? **No.**
98. Are digital signatures accepted? **Yes.**

END OF ADDENDUM TO DATE 6/1/26

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